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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



February 19, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 20

To: Branch and Division Chiefs and Regional Administrators
From: F. J. Hughes, Chief, Administrative Services Division
Subject: Prevention of Fires in Buildings Occupied by the Department

The need for exercising greater care to minimize the danger of fires in buildings occupied by offices of the Department is emphasized in Plant and Operations Circular No. 105 dated January 26, 1943, which reads as follows:

"An increasingly serious fire hazard to Department buildings and their contents is created by the practice of depositing cigarettes, cigars, matches, etc., in office wastebaskets and in the metal bag-lined trash containers in the hallways. A number of small fires have occurred, culminating recently in four blazes within a three-hour period. Fortunately these fires were detected and extinguished before they gained serious proportions.

"Every employee should be cautioned against carelessness in handling lighted cigarettes, cigars, etc. Ash trays should be examined for live ashes before depositing their contents in wastebaskets; cigarettes, cigars and pipe ashes should be placed in receptacles located for that purpose at or near the elevators. Under no circumstances should they be placed in trash receptacles.

"It is requested that this notice be brought to the attention of all employees in an effort to minimize the danger of fire."

This memorandum should be brought to the attention of all employees in Washington and the field service.

A handwritten signature in dark ink, appearing to read "F. J. Hughes". The signature is fluid and cursive, with a long horizontal stroke at the end.

